THE UNIVERSITY OF BRITISH COLUMBIA
DEPARTMENT OF MEDICINE
RESIDENCY PROGRAM DIRECTOR
ALLERGY AND IMMUNOLOGY

The Department of Medicine at the University of British Columbia (UBC), is seeking internal applications for the position of Program Director for our Division of Allergy and Immunology Postgraduate Education Program.

This position reports directly to the Head of the Division of Allergy and Immunology, the Associate Head, Education of the Department of Medicine, who in turn both report to the Head of the Department of Medicine. Additionally, the Postgraduate Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation. The Program Director is responsible for the development and implementation of the overall educational goals and plans of the Residency Program in accordance with CanRAC Standards of Accreditation.

The incumbent will work extensively with residents, fellows, and staff of the UBC Faculty of Medicine at local and distributed sites. He/she is expected to keep abreast of the current policies and procedures of the Royal College of Physicians and Surgeons of Canada (RCPSC), and will ensure that the program is compliant with all UBC policies and procedures and that it meets or exceeds all accreditation standards. As the program enters its first year of implementing the model of competency-based education, the program director will need to be actively involved with the Allergy and Immunology Specialty Committee and with other Program Directors to refine the relevant milestones, methods of assessment and strategies for continuous quality improvement. The candidate will also be involved in curriculum development, implementation and review, and will be expected to chair and participate on a number of committees related to postgraduate-education at UBC, including the Subspecialty Program Directors Meetings.

The ideal applicant will have extensive knowledge of postgraduate medical education at UBC and within Canada. Additionally, applicants must have:

- Strong communication and interpersonal skills
- Demonstrated skill in clinical teaching / coaching
- Leadership ability
- The ability to negotiate, mediate conflicts, advocate and resolve problems
- A strong interest in advocating for their residents
• Working knowledge of the principles of adult learning and postgraduate medical education
• The ability to interpret and apply policy and procedure and ensure proper follow up and reporting to appropriate senior leadership
• Demonstrated commitment to continuous learning

Advanced training in medical education is not necessary, but a definite asset.

The appointment will commence January 1, 2021. The Program Director role is currently assessed as a 0.2 FTE position (1 day per week) funded in accordance with the Postgraduate Medical Education Funding Guidelines reviewed annually as published by the Postgraduate Medical Education Dean’s Office.

Please submit a letter of application, a curriculum vitae, a teaching dossier and the names of four references no later than October 20, 2020. All correspondence and documentation should be sent by email to:

Dr. Robert Schellenberg, Head Division of Allergy and Immunology
c/o Nikki Nielsen
Email: nikki.nielsen@ubc.ca

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.
RESIDENCY PROGRAM DIRECTOR JOB DESCRIPTION

Within the Department of Medicine, the Residency Program Director reports directly to the Division Head and the Associate Head, Education, who in turn both report to the Head of the Department of Medicine. Additionally, the Residency Program Director reports to the Associate Dean, Postgraduate Education for the overall conduct of the Residency Program in accordance with the Canadian Residency Accreditation Consortium (CanRAC) Standards of Accreditation. This responsibility includes:

1. Development of a clear curriculum map, including objectives/competencies relating to knowledge, skills, and attitudes based upon the Pathway to Competence: Clinical Immunology as published by the Royal College of Physicians and Surgeons of Canada. The plan should also indicate the methods by which the competencies are to be achieved and the role played by each participating institution.

2. Conduct of the program, including providing educational experiences and learning activities to ensure that each resident is advancing and gaining in experience and responsibility in accordance with the educational plan. To support a positive learning environment. Ensures EPA objectives/milestones are promoted and included in teaching components.

3. Regular review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program. This review will include the assessment of each clinical teaching unit to be sure that there is an appropriate number of teaching staff and house staff, that there is an adequate number of appropriate patients and professional services, and that it is functioning in accordance with the plan agreed upon. Resources appropriate to education in the specialty should be carefully reviewed to ensure that, for example, ambulatory care, emergency care, intensive care, and radiological, laboratory, operative, and other facilities are utilized with optimal effectiveness. This review should also address issues such as the teaching of bioethics, medicolegal considerations, and office management. The opinions of residents must be among the factors considered in this review.

4. Establishment of mechanisms to provide career planning and counseling for residents and to deal with problems such as those related to psychological stress.

5. Selection of candidates for admission to the program, in accordance with policies determined by the Faculty Postgraduate Medical Education Committee.

6. Assessment of performance of each resident through a well-organized program of assessment. This will include the final evaluation at the end of the program as required by the RCPSC or the CFPC.
7. Completion of the Confirmation of Completion of Training form as required by the RCPSC or the CFPC. This form attests that the resident has attained the necessary skills, knowledge, attitude, and judgment necessary for independent consultant practice.

8. Chair the residency program committee and hold meetings at frequent enough intervals to functionally administer the residency program.

9. Attendance at all meetings of the Faculty PGME Committee.

10. Program directors are expected to participate in internal reviews of other programs in addition to undergoing their own program internal reviews.

The responsibilities of program directors have become progressively more complex. Some factors which have contributed to this include: the shift in accreditation standards as of July 1, 2021, the introduction of Competency Based Medical Education, a welcomed and renewed focus on the emotional and personal needs of residents, and a need to be accountable to many stakeholders such as the Ministry of Health, RCPSC, CFPC, UBC Faculty of Medicine, Health Authorities, College of Physicians and Surgeons of British Columbia.

To undertake these responsibilities the program directors must have sufficient time and support. Furthermore these contributions must be documented and used to support academic promotion. The latter might be assisted by the Faculty or external reviews of programs.

The time required by the program directors and the nature of administrative and secretarial support is dependent upon the number of residents in the program.